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CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE
STORAGE		
STORAGE TOO HIGH	Storage is not to be stacked so high as to be closer than 18 inches below a sprinkler head.	NFPA 13 8.5.6.1
EXCESSIVE STORAGE	Combustible storage may not be excessive in any area of the building that is not specifically designed as a storage room.	NFPA 101 39-3.2.1
IMPROPER STORAGE	Storage is not allowed in stairways, under stairs or near electrical equipment or any ignition/flame source.	NFPA 101 7.1.3.2.3
ELECTRICAL OPERATIONS		
EXTENSION CORDS	Extension cords are not allowed for more than eight hours use. You have the following options: 1. Move the equipment closer to an existing outlet. 2. Purchase a surge protector to replace the existing cord. 3. Submit a Facilities Management IDR to have additional outlets installed.	NFPA 70 400.8 MCG P&P 4.4.01
MULTI-PLUG OUTLET EXTENDERS	Outlet extenders must be the approved type with circuit breaker and are only allowed to be used under the following guidelines: 1. They can only be used in a business office. 2. There can only be one of them used in a room. 3. No high wattage equipment, surge protectors, or extension cords may be plugged into them. You have the following options: 1. Purchase a surge protector to use with the existing outlet. 2. Submit a Facilities Management IDR to have additional outlets installed.	State Req. MCG P&P 4.4.01
SURGE PROTECTORS	UL tested surge protector devices may be utilized on electrical equipment provided they are installed and used properly. Units may not be on the floor but must be permanently affixed 8 inches from the floor. This state requirement is to reduce the risk of physical damage to the equipment.	NFPA 70 400.7C
Improper Use	NOTE: A surge protector may not be used with any other extension cords or multi-outlet plug equipment.	MCG P&P 4.4.01

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE
GROUND FAULT CIRCUIT INTERRUPTER (GFCI) OUTLET	Electrical outlets within 6 feet of a sink or basin are required to have a GFCI-type outlet. A Facilities Management IDR should be submitted.	NFPA 70 210.8B4
OUTLET COVER MISSING	All missing outlet covers must be replaced.	NFPA 70 406.5

ELECTRICAL EQUIPMENT

DAMAGED APPLIANCES	Any equipment or appliances, owned by MCG or an employee, that is not working properly should be placed out of service immediately. The equipment must be repaired or plans made for the removal of the equipment from the building.	General Safety MCG P&P 4.4.01
POWER CORDS	Any equipment with a frayed or damaged power cord should not be used.	NFPA 70 110.3
PLUG GROUND	Equipment plugs missing the third tip grounding prong should be repaired.	NFPA 70 110.3
PORTABLE HEATERS	Portable heaters are not allowed in health care or dormitory buildings. The type allowed in campus buildings are regulated by MCG P&P 4.4.01.	NFPA 101 19.7.8
ELECTRICAL PANELS VOID	Electrical panels are not allowed to have voids or open spaces.	NFPA 70 110.12A
ELECTRICAL PANELS LABELING	All electrical panels are required to be labeled with a notation for each breaker.	NFPA 70 110.22
ELECTRICAL PANELS BLOCKED	Electrical panels may not be covered or blocked. A clear access area of 36 inches is required around all panels.	NFPA 70 110.26
ELECTRICAL PANELS COVER	All electrical panel covers must be kept in place. Any missing or improper covers should be replaced.	NFPA 70 314.28C
JUNCTION BOX COVER	All junction box covers must be kept in place. Any missing or improper covers should be replaced.	NFPA 70 314.28C

EXITS

CORRIDORS	All corridors are required to be kept clear and unobstructed at all times.	NFPA 101 7.1.3.2.3 MCG P&P 3.0.10
AISLE WIDTH ALL AREAS	A clear aisle width of 36 inches (minimum) should be maintained in all areas at all times.	NFPA 101 7.3.4.1

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE
<u>DOORS</u> (FIRE, SMOKE, STAIRWAY, CORRIDOR)		
BLOCKED	These doors should never be blocked by equipment or storage for immediate use.	NFPA 101 8.2.4.3.5
CHOCKED	These doors should not be held open with a manual chock.	NFPA 101 8.2.4.3.5
CUT/REMOVED	These doors should not be cut, penetrated or removed without prior approval.	General Safety
CLOSE	Many doors must close automatically. When a door does not function properly, a maintenance requested should be submitted.	NFPA 101 7.2.1
LATCH	Many doors must latch automatically. When a door does not function properly, a maintenance requested should be submitted.	NFPA 101 7.2.1
<u>RATED WALLS/FLOORS</u>		
PENETRATIONS	All rated walls are required to be solid with no open penetrations. All openings must be sealed properly.	NFPA 101 8.2.3.2.3.1
LABELING	All rated walls are required to be appropriately labeled on both sides.	NFPA 101 8.2.2.4
FLOORS	Open penetrations from floor to floor are not allowed. All openings must be sealed properly.	NFPA 101 8.2.5.4
<u>EMERGENCY EQUIPMENT</u>		
EXIT SIGNS	Lighted exit signs are required for direction to all exits and must be in operation continuously.	NFPA 101 7.10
EMERGENCY LIGHT UNITS	Emergency lighting is required but some areas will have wall-mounted units with battery back-up.	NFPA 101 7.9
EYEWASH STATIONS	Eyewash stations should never be blocked to prevent immediate access.	General Safety
SAFETY SHOWERS	Safety showers should never be blocked to prevent immediate access.	General Safety
GAS EMERGENCY CUT-OFF VALVES	These valves should never be blocked to prevent immediate access.	General Safety
<u>FIRE EQUIPMENT</u>		
FIRE EXTINGUISHERS	Equipment for emergency use. They should never be blocked or hidden by storage.	NFPA 10

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE
FIRE HOSES	Equipment for emergency use. They should never be blocked or hidden by storage.	NFPA 13
FIRE ALARM PULL STATIONS	These items automatically activate the alarm and notify the building that an emergency is in progress. They should never be blocked or hidden by storage.	NFPA 101 9.6.2.6
FIRE ALARM SMOKE DETECTORS	These items automatically activate the alarm and notify the building that an emergency is in progress. Nothing may be used to cover these items in an attempt to keep them from working or eliminating their functions for any reason.	NFPA 101 9.6.2.10
FIRE ALARM AUDIBLES/VISUALS	Nothing may be used to cover these items in an attempt to keep them from working or eliminating their functions for any reason.	NFPA 101 9.6.3.2
SPRINKLER HEADS	Sprinkler heads must have an escutcheon ring in place. They may not be painted, bent or excessively dirty. Nothing is allowed to be supported or hanging from the head.	NFPA 13 6
<u>MISCELLANEOUS</u>		
EMERGENCY PLANS	Code 17 procedures should be posted. Staff should maintain working knowledge of evacuation, disaster, Code Orange and spill procedures.	MCG P&P 4.4.03
GAS CYLINDERS	All gas cylinders, full or empty, must be used and stored in proper locations. They must be secured properly at all times.	NFPA 45 8
Unrestrained		
Too Many	No more than 5 cylinders may be secured together, unless storage facilities are provided.	MCG P&P 4.3.02
Improperly Stored	Flammable and Non-Flammable gas cylinders may not be stored together.	
CEILING TILE MISSING/DAMAGED	All ceilings are required to be in place. Ceiling problems should have a Facilities Management Work Order submitted.	General Safety
FURNISHINGS	Health care and dormitory furnishings should be fire resistive. For specific requirements, consult with the Fire Safety Office or Facilities Planning prior to purchase.	NFPA 101 18.7.5 101 28.3.3.4

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE
DRAPERIES/CURTAINS	Health care and dormitory furnishings should be fire resistive. For specific requirements, consult with the Fire Safety Office or Facilities Planning prior to purchase.	NFPA 101 18.7.5 101 28.3.3.4
CARPETS	Health care and dormitory furnishings should be fire resistive. For specific requirements, consult with the Fire Safety Office or Facilities Planning prior to purchase.	NFPA 101 18.7.5 101 28.3.3.4
DECORATIONS	All decorations must be fire resistive and properly used.	MCG P&P 4.4.04
CANDLES	No lighted candles are allowed . Exceptions only with approval by the Fire Safety Office.	MCG P&P 4.4.04
GASOLINE VEHICLES	Gasoline powered vehicles are not allowed to be parked or stored inside buildings without approval by the Fire Safety Office.	General Safety
HOT WORK (welding, open flame)	All maintenance/renovation/construction work that requires welding, a burning torch, or creates heat or flames must be issued a Hot Work Permit through the Fire Safety Office.	MCG P&P 4.4.06
ROOM OCCUPANT LIMITS	Rooms with only one exit are restricted to a maximum load of 49 people. For specific requirements consult with the Fire safety Office.	NFPA 101
SMOKING	Any evidence of violations of the MCG Smoking Policy will be cited in the building inspection reports to administration.	MCG P&P 3.0.01
HOTPLATES	Hotplates are not allowed in dormitory buildings.	Housing
MOLD	Any evidence of suspected mold accumulation should be reported to Environmental Health & Safety.	General Safety
WET FLOORS	At any time that a floor is found to be wet, a "WET FLOOR" sign should be immediately posted. These signs should be given serious consideration.	General Safety
TRIP HAZARDS	Remove any trip hazards from floors, walkways, stairs or sidewalks.	General Safety
NEEDLE DISPOSAL	Needles must be disposed of properly to eliminate injury and exposure to removal personnel. Overloading needle boxes will be cited in the building inspection reports to administration.	General Safety

CATEGORY/VIOLATION	CORRECTIVE MEASURE(S)	REFERENCE
GLASS/SHARP DISPOSAL	Glass and sharp objects must be disposed of properly to eliminate injury and exposure to removal personnel. Unsafe practices related to sharp objects and glass will be cited in the building inspection reports to administration.	General Safety

WHO TO CALL

THE FOLLOWING MAY BE HELPFUL TO YOU FOR PROBLEMS OR QUESTIONS:

SECTION	ADDRESS	TELEPHONE
FIRE SAFETY OFFICE	CI 1014	721-3024
SAFETY MANAGER	CI 1013	721-2918
RADIATION SAFETY	CI 1002	721-9826
BIOLOGICAL SAFETY	CI 1003	721-2663
CHEMICAL SAFETY	CI 1003	721-2663
OCCUPATIONAL SAFETY	CI1007	721-2663
FACILITIES MANAGEMENT	HP 1022	721-3336
ALL EMERGENCIES	HT	721-2911

MAINTENANCE ISSUES

Submit maintenance request by telephone at 721-2434, by campus mail at HP 1022, or by e-mail at WMC@mail.mcg.edu.